



PROGRESS REPORT GUIDANCE

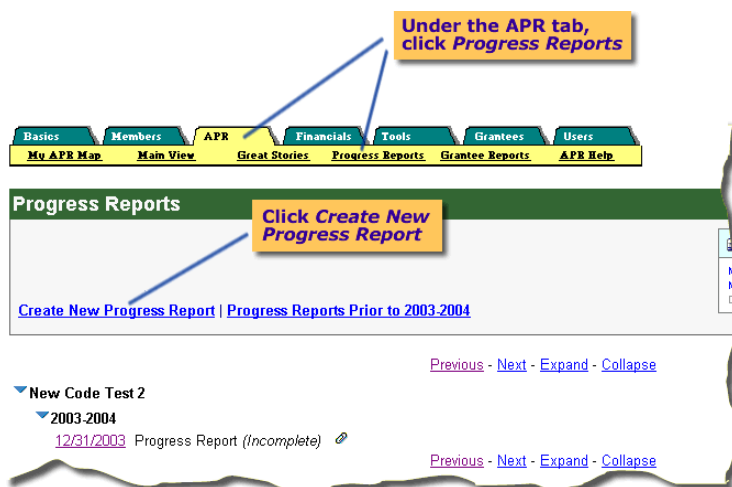
Remember

- Starting early can be a good thing!
- Green text can be edited by clicking on the section headings
- Black text must be edited in another WBRs screen

CREATING the Progress Report

1. Go to the APR Tab in WBRs.
2. Click Create New Progress Report
3. Enter an end date and grant year for the report.

NOTE: the end date for the reporting period must be the end of a quarter. You cannot change the date of a report after it is created! You would have to delete the report and start over if you need to make a correction to the end date.



SECTION 1: The Basics

This part is so easy! Review the information provided, is it correct? If it needs to be updated, make the necessary changes and save the section and move on!

SECTION 2: Member Data

Another easy section, WBRs actually imports the data in! But remember, if you started the report a month or two early or entered member timesheets into the system after starting on the progress report, you must update this section.

To update: click on the link “Update automated data in Section II”.

In this section, the editable section is “Comments on Member Enrollment.” In each report:

- For each member who exited the program during the quarter without an award or with a partial award, please list the specific reason(s) for the departure.
- Also include in this section any comments on recruitment and retention challenges and successes.

SECTION 3: Volunteer Data

In this section, you will answer three questions. 1 – total number of non-AmeriCorps volunteers utilized for the period, 2 – total number of hours served by the non-AmeriCorps volunteers, and 3 – what types of activities did the volunteers do?

Remember – do not count a volunteer more than once! If you reported a volunteer in a prior report, do not report them again.

SECTION 4: Performance Measures

Guess what? All the data in this section is inherited from your Automated Progress Report (APR). To change what is provided in this section, you must change your APR.

To update: click on the link “Update automated data in Section IV”.

SECTION 5: Great Stories

Assuming you enter great stories into your APR on a regular basis (lets hope so!), you can select the section title “Section V: Great Stories” and check the great stories you would like to pull into the report. *Each program must submit at least one great story.*

Remember – to enter great stories into the APR, click on the Great Stories link under the APR tab.

SECTION 6: Challenges and Significant Program Changes

In this section, you complete two sections: noteworthy program changes and challenges encountered. If you do not have such updates, please put “N/A” in the box because there must be something in the text boxes before a program can save the progress report. However, in all reality, challenges exist with all AmeriCorps programs, so it is not everyday that we would see an “N/A” in these boxes.

SECTION 7: Attachments

In this section, programs can provide an update on their sustainability efforts. The update can be provided in narrative format or bullet points, whatever you wish to use.

Also in this section, programs have a chance to attach pictures, agendas, additional documentation, maybe even a scanned thank-you note from a community member, whatever you wish to share with us!

To attach a document, click the section title, click on the browse button and locate the file on your computer, then select the file and click on the open button. This will attach your document.

SECTION 8: Comments

Finally, the last section... Is there anything else that your program would like to update the OFBCI on? Any final comments to pass on to the CNCS? Think about it, and add them if necessary.

SUBMITTING the Progress Report

Remember

- Confirm accuracy of information provided.
- Review for spelling errors and have someone else review the information.
- Save as **Approved** when it is ready to be submitted to the OFBCI.

TIPS TO WRITING A GREAT PROGRESS REPORT

Have Good Performance Measurements!

It is much easier to report the impacts of your program if you have taken the time to develop measurable and impact-oriented objectives. Good performance measures will capture both the *service* impacts and the *learning* impacts of your program and are the key to writing meaningful reports.

Collect Meaningful Data!

Likewise, the OFBCI does not expect any grantee to waste time and energy collecting, analyzing, or reporting on data that is not meaningful to them. In designing your performance measures, make sure that you will be collecting data that you can *use*, and not just data that will help you write a report. You will be much more likely to stay on top of your data analysis if it is data that you want to collect.

Utilize the APR!

The APR provides many questions that may seem repetitive, but when you review the progress report in its final form, it all makes sense. The APR allows programs to provide activity and data updates, great stories, and track progress during the year without having to create a progress report. Providing accurate “Actual Activity” information and answering the questions related to “Procedures, Results, and Findings” is crucial for a great report!

Tell a Story!

Act as if your progress report is going to be quoted in a *New York Times* article about service learning. Provide the reader with visual images of service projects, success stories about recipients of service involved, and quotes from community members. At the same time, don't assume the reader will be completely familiar with your project -- include the “who, what, when, where, and why.” Be sure to manage your Great Stories in the APR map so you can easily generate them once a progress report is due. Programs are required to provide at least one Great Story per report but we know there are more because Indiana AmeriCorps programs are awesome!

Be Honest About Your Challenges!

More so than any other federal funding agency, the Corporation for National and Community Service encourages and appreciates a candid assessment of the challenges faced in implementing national service projects. Likewise, the OFBCI will use your challenges to develop training and technical assistance initiatives to help you.

Don't Leave Any Questions Blank!

Sometimes your progress report is the only exposure funders will have to your program. Readers tend to equate blanks with a lack of interest or commitment on the part of the program. There is a good and descriptive answer to every question.

Give Feedback to Stakeholders!

You may spend a lot of time and energy writing a good report -- don't just file it away. Use your report and data snapshots to give feedback to key stakeholders in your program. These may include members, project sponsors, site supervisors, teachers, etc. Provide data snapshot information in your newsletters, on your website, in press releases, informational brochures, and finally, packets to potential funders!